

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
PATTON STATE HOSPITAL**

JOB CLASSIFICATION: PHARMACY TECHNICIAN

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the direct supervision of a pharmacist in a State developmental center or hospital, to perform basic services in a pharmacy and other technical pharmaceutical related duties, which do not require licensure.

- 40%** Input physician orders, generate medication administration records, maintain computerized patient profiles, and type labels. Operates packaging machinery for unit dose system. Prepares patient medication bags and/or cassettes.

- 40%** Assist in the operation of the Hospital Pharmacy. Maintain drug and supply inventory and inventory records. Order supplies to maintain the level of stock. Check goods received against purchase orders, invoices, and requisitions for accuracy. Review Pharmacy stock for expired drugs and drug recalls. Pick up and deliver drugs from clinical areas. Repackage medication and rotate stock. Clean equipment, shelves, and work areas.

- 20%** Assist in monthly drug regimen reviews and medication room inspection. Print monthly pharmacist documentation report, polypharmacy patient report, McKesson order report and drug usage inventory reports. Responsible for equipment and vehicle maintenance. Sorting and distributing pharmacy mail, filing, copying, and record keeping.

2. SUPERVISION RECEIVED

Under the direct supervision of the Pharmacist II and under the daily direction and review of a Pharmacist I.

3. SUPERVISION EXERCISED

None

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4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF

Basic pharmaceutical terminology, weight and measures, sterile techniques, basic clerical, record keeping, and pharmaceutical office practices.

ABILITY TO

Follow meticulous written and oral instructions, communicate effectively in English, perform mathematical computations with accuracy, learn and distinguish subtle differences in pharmaceutical terminology and type accurately.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control

AGE SPECIFIC

Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories

☒ *Young Adult (17-29)* ☒ *Early Adult (30-50)* ☒ *Late Adult (51-79)* ☒ *Geriatric (80+)*

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (MAB).

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Special Personal Characteristics: Willingness to work in a State Institution.

Willingness to work as a team member with other professional staff. Willingness to provide patient-oriented services. Demonstrates knowledge in computer orders entry, filling unit dose cassettes, new orders and floor stock, operating ATC and unit dose (Euclid) machines, drugs and cassettes delivery and return, filing paperwork, and computer programs for pharmacy operation.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Demonstrates ability to use specialized skills and equipment such as EXP, Euclid unit dose machines, operating computer, fax machines, Xerox machine, transportation vehicles and materials necessary.

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6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid certificate of registration as a Pharmacy Technician issued by the California State Board of Pharmacy.

7. TRAINING –Type 2 Category

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public.
- Comply with Hospital policies and procedures.

(FLSA)

The employee is required to work any shift and schedule in a variety of settings and security areas throughout the Hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the Hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date